

2013 Study U.S. Institutes - Scholars: Application Checklist

Name of Institute (please check one only):

- ☐ Journalism and Media
- ☐ Religious Pluralism in the U.S.
- ☐ American Politics and Political Thought
- ☐ U.S. Foreign Policy
- ☐ Contemporary American Literature
- ☐ U.S. Culture and Society

CANDIDATE NAME	
CURRENT POSITION	
CURRENT EMPLOYER	
AGE	
GENDER	

In order for your application to be complete, please make sure you have:

- ☐ Completed Application Checklist Form (this page)
- ☐ Completed Application Form
- ☐ Nomination form (this is part of the application)
- ☐ Personal Statement
- ☐ Copy of National ID and/or passport
- ☐ Updated CV

Application Instructions:

- Applications must be received by **December 14, 2012 by 5:00 pm**. Late applications will not be considered.
- **E-mail Submission:** Please submit your applications and supporting documentation to infonicosia@state.gov with the subject line: SUSI Scholar and the name of the U.S. institute of interest.
- **Postal Submission:** If you would like to submit your application by mail please send by some type of courier service that is dependable and requires signature upon delivery. Write your full name, list the program name and institute on the envelope. Please use the following address:

**U.S. Embassy in Nicosia
Public Affairs Section
P.O. Box 24536
Nicosia, Cyprus**

- All application must be completed in full in English by the applicant. The application must be type-written; **hand-written applications will not be accepted. Incomplete applications will not be considered.**
- All essays should be type-written in English. Essays must be written in the applicant's own words and not contain text taken from the Internet, books, or other sources. **Applications containing even one sentence of plagiarized text will be disqualified automatically.** For a definition of plagiarism please visit www.plagiarism.org for guidance on how to avoid plagiarism.

Nomination Form:

This form is part of the application form. The nominator can be academic (professor, advisor or teacher), or professional (work/internship supervisor).

Recommendation Letter:

Applicants may also include up to two letters of recommendation, but these are optional. The recommender can be academic (professor, advisor or teacher), or professional (work/internship supervisor), but should be different than the nominator completing the nomination form. The recommender must provide the applicant with the letter and it is the applicant's responsibility to include as a part of his/her application.

Inquiries:

Inquiries should be sent by email to infonicosia@state.gov

**2013 Study of the United
States Institutes - Scholars
Application Form (Page 1)**

Please select one of the following Institute(s):

- | | |
|---|-----------------------------------|
| · American Politics and Political Thought | · U.S. Foreign Policy |
| · Contemporary American Literature | · U.S. Culture and Society |
| · Journalism and Media | · Religious Pluralism in the U.S. |

Prefix (Dr., Mr., Mrs., Ms.): _____.

Name (exactly as spelt in the passport): _____.

Current Position: _____.

Employer: _____

Home Telephone: _____ **Mobile:** _____

Email Address: _____ **Date of Birth (dd/mm/yy):** _____

Have you traveled to the U.S. before? If so, please indicate the date, duration, and reasons for the visit(s).

Please elaborate on the relevance of your work to U.S. studies areas related to the program/Institute theme.

What are your academic/professional goals for the next 5 years?

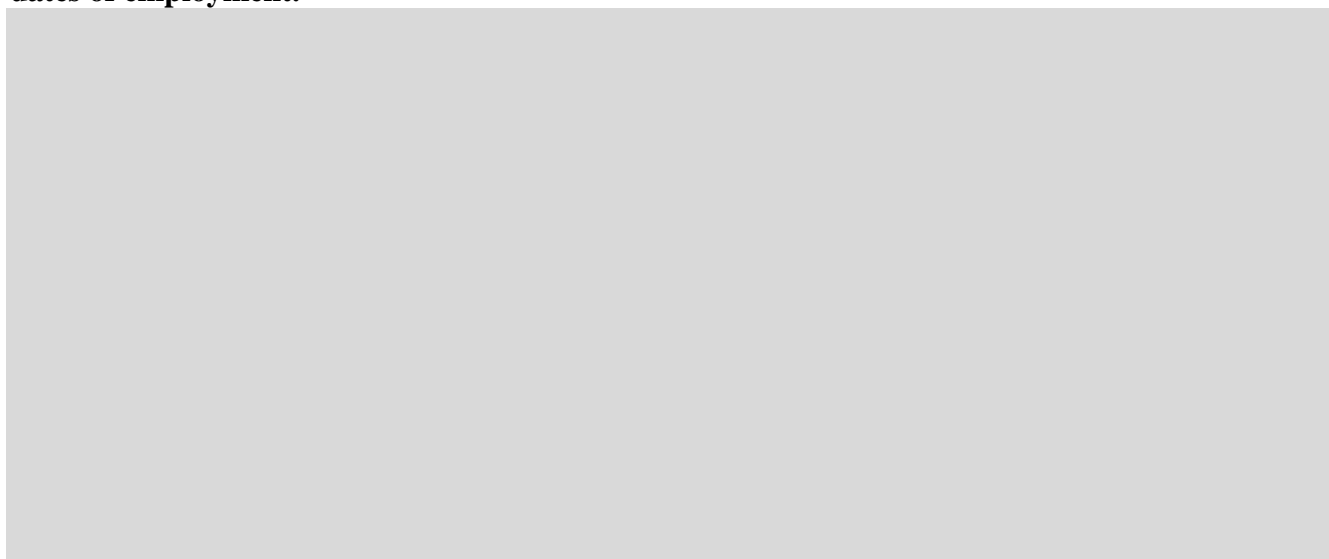
Please list any medical, physical, dietary or other personal considerations.

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Application Form (Page 2)

Please indicate your position type by selecting one from among the following:

- 1) Senior Executive, President, Government Minister, etc.;
- 2) Junior Executive, Vice President, Dean, Government Advisor, etc.;
- 3) Professor, Editor, Officer, Director, etc.;
- 4) Associate Professor, Senior Researcher, Senior Staff, etc.;
- 5) Assistant Professor, Assistant Editor, Coordinator, Staff;
- 6) Lecturer, Teacher, Consultant;
- 7) Teaching Assistant, Instructor; or,
- 8) Other.

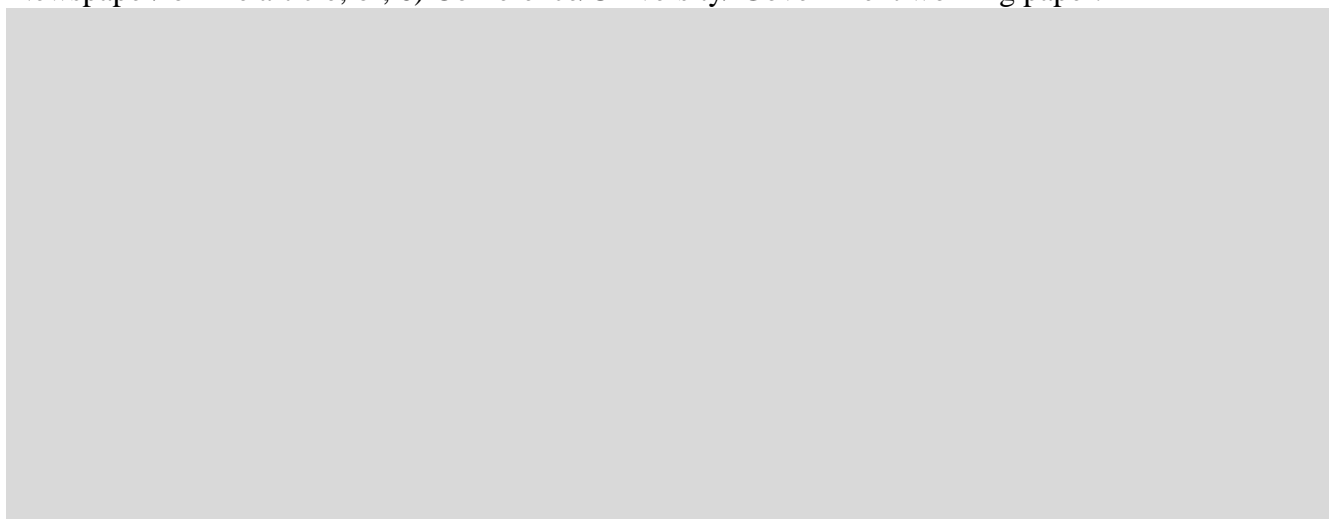
Please list your work experience, including previous positions and titles, and the approximate dates of employment.



Please list your publications. Include the publication year, type of publication, title and publisher. All Arabic titles should be translated into English. (Please list no more than 10.)

To identify the publication type, please choose from the following options:

- 1) Book; 2) Edited volume (as primary or co-editor); 3) Book chapter; 4) Journal article; 5) Newspaper/ online article; or, 6) Conference/University/ Government working paper.



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Application Form (Page 3)

Please list education, academic and professional training, including degree earned and fields of specialization. Degrees listed should reflect the closest U.S. equivalent.

Please list your active professional memberships. Please select from among the following position types to describe the level of your involvement in each organization you will list below;

- 1) President, Board Chairperson, Director;
- 2) Board Member;
- 3) Editorial Staff, Officer;
- 4) Contributing Member;
- 5) Member.

Please list any immediate family members who currently are residing in the U.S., including city and state.

PROFESSIONAL RESPONSIBILITIES

1. Current Courses taught (please add more lines if required)

Name of Course	Level of Student	Number of Hours per Semester	Estimated Percent of US Studies Content

2. Current Student Advising (please include the number of students advised who are studying U.S. related topics, the level of students, and the number of advising hours.)

3. Other Potential Outcomes (please check all that apply)

- 1- Update Existing Course
- 2- Create New Course
- 3- Create New Degree Program
- 4- University Curriculum Redesign
- 5- National Curriculum Redesign
- 6- New Research Project
- 7- New Publication
- 8- Professional Promotion
- 9- Government or Ministry Policy
- 10- New Professional Organization
- 11- New Institutional Linkages
- 12- Raise Institutional Profile

ESSAY

Please address the following questions: *(an essay no longer than one page)*

- 1) Why do you want to apply to this program? What do you expect to get out of it?**
 - 2) Please discuss your professional responsibilities in greater detail, including how attending this Institute would help you achieve the “Other Potential Outcomes” checked above.**
 - 3) Please discuss how your participation would enhance this Institute based on your personal or professional experience or upon the current state of U.S. Studies in your home country. Please indicate your capacity/plans to amplify the impact of the institute beyond your own knowledge and research.**
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2013 Study of the United States Institutes - Scholars
(Nomination Form from Employer)

Nominee's Full Name:		
Position:		Employer:
Nominator's Name:		Position:
Telephone:	Fax:	Email Address:

In what capacity do you know the nominee and for how long?

Please fill out this section carefully. Your qualitative evaluation will be used in assessing the candidate.

Nomination Criteria	Outstanding	Very Good	Good	Average
Knowledge in Field of Chosen Institute				
Seriousness of Purpose				
Oral English Language Proficiency				
Written English Language Proficiency				
Career Potential				
Creativity				

Selection to this program is highly competitive. In your own judgment, explain why you feel this candidate should be selected with reference to her/his employer plans:

Signature of Nominator

Date